

# Tucson Parks and Recreation

**Sports User Group Meeting  
Spring/Summer 2017**



**Tucson Parks and Recreation**  
*A Nationally Accredited Agency*



# Introductions

**Mike Hayes – Deputy Director**

**Glenna Overstreet – Administrator**

**AJ Rico – Superintendent**

**Catherine (Cat) Beddard – Parks Supervisor**



# Sports Office Contacts

Office 520.791.4870 ~ Rain Out Line 520.837.8110

Marci Gregg  
*Sports Supervisor*

Laura Duran  
*Sports Coordinator*

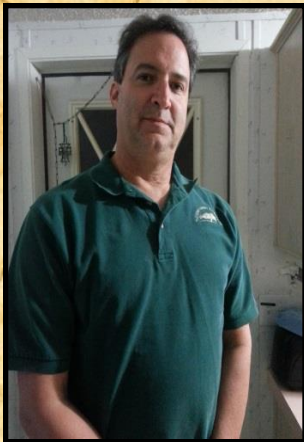
Amber Hart  
*Sports Recreation Assistant*

**Our Address is 8155 E Poinciana Dr.**



# Light Ambassadors

***Communications – 791-4144***



**Dan**



**Mickey**



**Gilbert**

**Remember, if you are finishing early, call to have lights turned off to save  
YOU money**



# Park Supervisors

**PLEASE CALL THE APPROPRIATE PARK SUPERVISOR REGARDING FIELD MAINTENANCE AND PREP** **THE SPORTS OFFICE ONLY ALLOCATES FIELDS**

## Tucson Parks and Recreation Sports Fields / Parks Supervisors

### Usergroups:

*Please call the Parks Supervisor for any requests pertaining to your park.*

*Call the Sports Unit at (520) 791-4870 if you need to add or cancel field reservations.*

Supervisor Cat Beddard 520-837-8164	Supervisor Scott Renfrow 520-837-8165	Supervisor Manny Mendez 520-837-8132	Supervisor Sean Nicholson 520-837-8125	Supervisor Larry Lopez 520-837-8056
Bristol Country Club Annex Freedom Golf Links Harriet Johnson Hoffman Jesse Owens Lakeside Lincoln Linden Mesa Village Michael Perry Palo Verde Park View Purple Heart Rolling Hills Sears Stefen Gollob Toumey Udall Vista Del Prado Wilshire Heights	20/30 Highland Vista Alvernon Doolen Fort Lowell Harold Bell Wright La Madera McCormick Pinecrest Reid Annex, DTA Townsend	Bravo Desert Vista Desert Shadows James Thomas Mirasol Mission Manor Oaktree Rudy Garcia Silverlake Sunnyside	Columbus DeAnza (volleyball) Estevan Jacinto Jacobs/Ochoa Juhan Kennedy Limberlost Mansfield Menlo Murrietta Ormsby Oury Santa Cruz River Vista del Pueblo	Himmel Santa Rita



# Sports Field Rentals

- ❖ All rentals will be handled by the sports office
- ❖ Please call 520.791.4870 to make reservations or changes



# Expectations

- Monitor children in the bathrooms
- Clean up areas
- Park in designated areas
- Rules for dogs/animals
- Lights turned off when not being used (call 791-4144 to turn them off)
- Do not play on wet fields





# 2017 Park Closures

Park	Closure Dates
Udall - Soccer A, B, C, D, E	May 1 - June 23
Ochoa - Soccer G, H, I	May 8 - June 30
Mansfield - Soccer A	May 8 - June 30
Lakeside - Soccer C	May 15 - June 23
Doolen - Soccer A, B	May 29 - July 30
Townsend - Soccer A, B	June 1 - June 30
Jacobs - Soccer A, B	June 5 - July 17
Menlo - Soccer A, B	June 19 - July 28
Golf Links - Soccer A, B, C, D, E	June 26 - September 4
Rudy Garcia - Soccer A, B, C	June 27 - September 4
Silverlake - Soccer A, B	July 10 - August 25
James Thomas - Soccer A	July 10 - August 25
Jesse Owens - MPF #9	July 10 - August 25
Lincoln - Soccer A, B	July 17 - August 25
Kennedy - Soccer A, B	NO CLOSURE
Himmel - Soccer A, B, C, D	NO CLOSURE
Murrieta - MPF #4	NO CLOSURE

Over-seeding in  
some locations in  
October/November  
(weather dictated)

Soccer Field  
Maintenance  
May-August

Diamond field  
renovations in winter

**Field Closures are subject to change**



# Seasons of Play

## City of Tucson Parks and Recreation Department Youth Sports Recognized Seasons of Play

January	February	March	April
Soccer (Primary)	Soccer (Primary)	Soccer (Secondary)	Soccer (Secondary)
Lacrosse (Primary)	Lacrosse (Primary)	Lacrosse (Primary)	Lacrosse (Primary)
Lelsure Rec (Primary)	Lelsure Rec (Primary)	Lelsure Rec (Primary)	Lelsure Rec (Primary)
		Baseball (Primary)	Baseball (Primary)
		Softball (Primary)	Softball (Primary)
May	June	July	August
			Soccer (Primary)
Lacrosse (Primary)			
Lelsure Rec (Primary)			
Baseball (Primary)	Baseball (Primary)	Baseball (Primary)	Baseball (Secondary)
Softball (Primary)	Softball (Primary)	Softball (Primary)	Softball (Secondary)
			Football (Primary)
September	October	November	December
Soccer (Primary)	Soccer (Primary)	Soccer (Primary)	Soccer (Primary)
Lacrosse (Primary)	Lacrosse (Primary)	Lacrosse (Primary)	Lacrosse (Primary)
Lelsure Rec (Primary)	Lelsure Rec (Primary)	Lelsure Rec (Primary)	Lelsure Rec (Primary)
Baseball (Secondary)	Baseball (Secondary)	Baseball (Secondary)	
Softball (Secondary)	Softball (Secondary)	Softball (Secondary)	
Football (Primary)	Football (Primary)	Football (Primary)	Football (Primary)



# Concession Buildings

✧ Lisa Cortese and Diana Schroeder

## Use/maintenance agreement

- ✧ Leagues who utilize concession buildings with missing fire extinguishers will be responsible for replacing them. They are required by OSHA.
- ✧ Checks must be done monthly and signed off on the fire extinguisher tag
- ✧ Vendor Permit through parks and recreation
- ✧ Keys
- ✧ Scoreboard Controllers (Depending on location)



# Field Allocation Guidelines

## OUTSTANDING BALANCES ARE SUBJECT TO CANCELATION

- ❖ Rates & Fees
- ❖ Scheduling - Twice Yearly
- ❖ **Spring / Summer –**  
**March 1 through July 31**
- ❖ *Fall / Winter –*  
*August 1 through*  
*February 28*
- ❖ Prioritization (city leagues, tournaments, youth, adults)

### ❖ Payment

*All payments are due 1 WEEK PRIOR to first scheduled date of use (adults – full, youth – half)*

- Adults
- Youth – payment plan (7days/60 days)

### ❖ Reservation Cancellations

In Writing - 24 hrs. in advance

***Remember to only reserve what you need***

Email sports at [sportsunit@tucsonaz.gov](mailto:sportsunit@tucsonaz.gov) for cancellations



# Tournaments

- Tournament Deposit - \$500
- Key Deposit - \$50 per key
- Only 501c3 accepted for non profit rate
- Insurance – 2 million general liability policy
- Payment due dates – Monday the week of
  - Cancellation penalties



# Insurance Requirements

## General Liability Policy for \$2 million

The city of Tucson and its appointed and elected officials, directors, officers, employees and volunteers are endorse under general liability and auto as additional insured.  
For (Event Name) on (Dates)

City of Tucson  
P.O. Box 27210  
Tucson, AZ 85726-7210

All policies **MUST** be in the sports office 1 week prior to your first scheduled date of use

**Certificate of Liability Insurance (Annotated Form)**

**2** This notice confirms the provisions of the state's insurance code

**3** The insured will be identified here. The insurer letter appears again near the left margin at 10 to show which insurer provides which coverage

**4** This block identifies the Agent or Broker.

**5** This notice again states that the policy supersedes the certificate form.

**6** These sections show the type of coverage provided through the agent or broker identified in 4 above. If the insured uses more than one broker, this certificate will not identify all existing.

**7** These two columns show inception and expiration dates for policies identified. Pay special attention that coverage does not expire before or during your project, lease or event.

**8** This column identifies limits per occurrence and aggregate for each type of coverage afforded. Pay special attention to low aggregate limits for public works-type contractors. Losses on other jobs may reduce your coverage.

**9** DESCRIPTION OF OPERATIONS, LOCATIONS, INSURED'S, OTHERS, ADDITIONAL PERSONS, SUPPLIERS

**10** The City of Tucson and its appointed and elected officials, directors, officers, employees and volunteers are endorse under general liability and auto as additional insured. For (event name) on (dates). This section should also include coverage to a specific job, lease or event, i.e. liquor liability.

**11** Cancellation provisions

**12** The authorized representative of the insurer should be an employee, unless the agent or broker is specifically authorized to sign on behalf of the company.

**CERTIFICATE HOLDER**  
City of Tucson  
P.O. Box 27210  
Tucson, AZ 85726-7210

**ACORD 25 (10/00/05)**

**SAMPLE**



# Request Forms



## SPORTS LEAGUE FIELD REQUEST FORM

(Field requests: Spring/Summer 2017 (March 1 – July 31, 2017))

### PARENT ORGANIZATION

American Legion (Kino BB)	<input type="checkbox"/>	Kino Baseball/Connie Mack	<input type="checkbox"/>	P.C.J.S.L.	<input type="checkbox"/>	AGE	<input type="checkbox"/>
A.S.A. Girls Softball	<input type="checkbox"/>	Lacrosse	<input type="checkbox"/>	S.A.B.A.	<input type="checkbox"/>	Youth ( & Under)	<input type="checkbox"/>
A.Y.S.O.	<input type="checkbox"/>	Little League-District 5	<input type="checkbox"/>	T.Y.F.S.F.	<input type="checkbox"/>	Teen (13-17)	<input type="checkbox"/>
Baja Girls Softball	<input type="checkbox"/>	Little League-District 12	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Adult (18-49)	<input type="checkbox"/>
						Senior (50+)	<input type="checkbox"/>

### ORGANIZATION / LEGAL ENTITY

**CONTACT INFORMATION FOR: Spring/Summer 2017** Only the representatives listed below shall call the Sports Unit/Light Ambassadors to request changes to the permit or light issues.

Primary Name	Address
City	Zip
Primary Phone	Secondary Phone
Fax	E-Mail
*Secondary Contact Name	*Primary Phone

### Spring/Summer 2017 - REGISTRATION DATES

Registration Starts= \_\_\_\_\_ Registration Ends= \_\_\_\_\_

### Spring/Summer 2017- PRACTICE AND GAME SEASON

Reservation Start Date= \_\_\_\_\_ Reservation End Date= \_\_\_\_\_

**\*Please note that first payment is due 1 week prior to first date of rental, regardless of usage.**

### REGISTRATION STATISTICS

Please use the chart below to list your most recent league registration totals. Failure to provide this information will prohibit the processing of your field request form. Thank you for your compliance.

AGES	Total Participants	Total Teams
6 and under		
8 and under		
10 and under		
12 and under		
14 and under		
16 and under		
18 and under		
Adult		
<b>TOTALS</b>		

## FIELD REQUEST FORM

Below, please list the park, specific field number, start and ending time(s).

### FIELD(S) REQUESTED FOR: Spring/Summer 2017 (March 1 – July 31, 2017)

Park and Field #	Monday Start-End Time	Tuesday Start-End Time	Wednesday Start-End Time	Thursday Start-End Time	Friday Start-End Time	Saturday Start-End Time	Sunday Start-End Time
Park _____ Field # _____							
Park _____ Field # _____							
Park _____ Field # _____							
Park _____ Field # _____							
Park _____ Field # _____							
Park _____ Field # _____							
Park _____ Field # _____							
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Park _____ Field # _____							
Park _____ Field # _____							
Park _____ Field # _____							
Park _____ Field # _____							
Park _____ Field # _____							

NOTES: Special Dates, Exception Dates, Additional Info, etc...

REQUESTS ARE DUE TO THE SPORTS OFFICE BY FRIDAY: November 18, 2016

PERMITS WILL BE MAILED OUT THE WEEK OF: January 23, 2017

**\*Please note that first payment is due 1 week prior to first date of rental, regardless of usage.**

*\*By signing below I attest that all information listed on the form is accurate to the best of my abilities. I understand that payment of permit is due 1 week prior to the first date I have listed for field use (this includes try-out dates) and permit is subject to cancelation in case of non or late payments.*

Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sports Unit  
8155 E. Poinciana Dr.  
Tucson, AZ 85730  
Phone 791-4870/Fax 791-5807  
SportsUnit@tucsonaz.gov



# Please Include

- ✓ Opening & Closing ceremonies
- ✓ Clinics
- ✓ Tryouts
- ✓ In-Season Tournaments



# Please Remember...

Seasons of play

Take a HARD COPY of permit  
to fields

**READ** your permit

Keep coaches informed of  
field updates

Do not hoard fields & release them when not being used



# Inclement Weather

- Call 791-4144 to turn lights off during a thunder/lightning storm. If lighting strikes a pole while the lights are on, greater damages will incur.
- Clear the fields
- See any electrical concerns call the sports office or 791-4144
- For field cancelations visit the sports and Parks and Recreation Facebook pages
- Rain out line **837-8110**



# Active Net System

## **Account Set Up**

1. An email will be sent by the sports office with the link and detailed instructions on how to set up an account
2. Click on link
3. Click on sign in (if you created a password at account set up) or create account
4. Follow prompts

## **Account Access**

1. Permits
2. Payments
3. Receipts
4. Credit card info
5. Field requests



# Active Net System



[Sign In](#) | [Create an Account](#)

[Home](#)

[Activities](#)

[Calendars](#)

[My Cart](#)

SPRING 2017



ACTIVITY GUIDE  
**PARKS AND RECREATION**



## Join the Fun!

Welcome to YOUR ORGANIZATION. We are proud to offer a wide range of activities and events for the whole family!

[Sign In](#)

[Or Create an Account](#)

Activities ▾

Search for Activities by Keyword(s)



[Search](#)



**Recreational Classes**  
*Classes for all ages and abilities.*



[View Calendars >](#)


Checkout our upcoming schedule of events.



# For More Information Please Visit

[www.tucsonaz.gov/parksandrec/sports-unit](http://www.tucsonaz.gov/parksandrec/sports-unit)

**CITY OF  
TUCSON**



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Department**

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[Park Locations Map](#)  
[Park Reservations](#)  
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[Patrons of the ARC](#)  
[Planning / Construction](#)  
[Playful City](#)

## Sports Unit at Clements Center

<a href="#">Contact Information</a>	<a href="#">Hours of Operation</a>	<a href="#">Calendar of Events</a>
<a href="#">Field Use</a>	<a href="#">Track &amp; Field/Road Races</a>	<a href="#">Spring 2015 Softball</a>
<a href="#">Softball Schedule/Results</a>	<a href="#">Youth &amp; Adult Organizations</a>	



**Clements Swimming Pool**  
Year-round pool with lanes & water slide

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[View Clements Center in a larger map](#)



*Clements Center is located off of Pantano Rd and Poinciana*



# Q & A

*Thanks For Your  
Participation!*